

To: Transportation Commission members
From: Transportation Commission Chair Lei Wu and Vice Chair Cliff Chirls
Date: June 28, 2018
Subject: **Transportation Commission Study Session Work Flow Protocol**

Commissioners,

Thank you for your vote of confidence in us to serve as your chair and vice-chair for the coming year!

All of us on the Commission are volunteers and we have a passion to serve our community. Our intent is to help facilitate thoughtful and inclusive discussions of the mobility issues that come to us for advice and recommendation.

The Transportation Commission's role to advise the City Council and to city staff as defined in our By-Laws. We believe that the following protocol will help make our time at Commission meetings effective and productive, and as relatively efficient as public process can be!

On June 28, we will ask for your vote to approve the following protocol for study sessions. To implement this protocol will be the responsibility of both Commission members and city staff.

1. Pre-meeting Preparation:

- Staff will provide all available substantive information in the meeting packet that is delivered to Commission members one week prior to the Commission Study Session;
- Commissioners will review/study the meeting packet materials. Before the meeting, a Commissioner may ask questions of the project manager or the Commission's staff support to obtain a good understanding of the information.
- Prior to the Study Session, if the topic involves complex technical information that may be of interest only to a few, staff support will offer to convene a meeting of interested Commissioners with lead project staff.

2. Commission Meetings – Study Sessions:

- Staff will prepare a concise presentation that provides an overview of (but does not repeat) the materials in the packet. The content of an ideal presentation will articulate a clear purpose, identify the Commission role, and describe the next steps. This expectation of staff presentations will reduce the amount of substantive information that is redundant to material in the meeting packet. Presentations should not exceed 15 minutes of staff talking (or ¼ of the time allocated to the topic) followed by Commissioner questions, responses, and action (if required) taking up the remaining time of the topic as listed on the agenda.
- During staff presentations: Commissioners may ask clarifying questions regarding the content, without getting into opinion or deliberation. The time questions may be asked - either in the course of the presentation, at designated break points, or at the end - will be agreed to at the beginning of the presentation.

- After-presentation deliberation: Commissioners may raise issues and/or express opinions related to the point. The Chair will recognize Commission members who wish to provide a comment, and the Chair will ensure that every Commission member who wishes to speak has that opportunity before a member is allowed to speak again. Staff will take notes of issues and will respond as appropriate.
- After-meeting: Staff will document issues that arise/requests from Commissioners; provide a response to them; and prepare a summary document for Commissioners' review at a future meeting on the topic. Documentation will be in the format of a spreadsheet that includes the date the issue was discussed, the issue raised or the question, and the staff response. A 4th column in the spreadsheet could include some indication of closure.

3. Action Items:

- The Commission will typically take action on an item in one of two ways, through “unanimous consent” or by voting.
- Unanimous consent allows the Commission to take action without the formality of a motion and vote, if it is apparent to the Chair that there is no objection. The Chair may ask “Is there any objection to...?” And the Chair may follow with “Hearing no objection, the action is taken.” This is a useful tool for moving quickly through routine or non-controversial items, or to provide general direction to staff.
- Voting on an item requires a motion offered by a Commissioner who is not the Chair. A motion should clearly state the item to be voted upon; precise language is important. A second to the motion is required and a motion passes if it receives a majority vote of the Commissioners present, including the Chair if necessary to eliminate a tie.